



City of Burbank
Planning and Transportation Division
SIGN VARIANCE
Application

150 North Third Street
Burbank, California 91502
www.burbankusa.com
T: 818-235-5250
F: 818-238-5150

TO ALL APPLICANTS: There is no guarantee, expressed or implied, that any permit or application will be granted. The applicant shall understand that each matter must be carefully investigated and the resulting decision may be contrary to a position taken or implied in any preliminary discussions. Also note the burden of proof regarding this application rests upon the applicant. Decisions by the Planning Board may be appealed by any person to the City Council.

PLEASE PROVIDE THE FOLLOWING:

1. Application Fees. A Los Angeles County Clerk filing fee for CEQA may be required at time of application and another fee may be necessary depending on the type of environmental review required.
2. A general application, radius map, and labels (in accordance with attached requirements).
3. 18 full sized copies of site plan, floor plans, and elevations to show alterations or new construction proposed, drawn to scale and adequately dimensioned **and** one reduced copy of the plans (11" x 17").
4. Evidence to support the required findings. The required findings must be made in order for the Planning Board to approve your variance request. You may use the following section, or provide separate sheets as necessary.

REQUIRED SIGN VARIANCE FINDINGS (ATTACH ADDITIONAL SHEETS AS NECESSARY):

Explain how the sign is in proportion to the structure or property to which it relates:

Explain how the sign has balance and unity among its external features so as to present a harmonious appearance:

Explain how the sign will be compatible with the style or character of existing improvements upon adjacent property:

Explain how the sign is not contrary to the objectives of the General Plan or the objectives of any applicable specific or master plans:

Statement of additional facts related to sign variance request:

Project No. _____ Address: _____ Date: _____